

# Make Your Organization System Comprehensive

A comprehensive organization strategy for a student has 3 core components. If you have a system for each of these (that is, a single system for each of these), you'll be in good shape. For most of your life, actually, if you can manage these 3 things, you're in good shape.

## So what are the 3 things?

1. Information
2. Time
3. To-Do's

To evaluate if your system for each of these is truly comprehensive, answer the following questions:

## INFORMATION:

What classes are you taking? What events or clubs do you have information you need to remember? What hobbies or interests do you have? What other general/personal information do you need to organize?

After listing all of those items, list the places you keep them:

To be comprehensive, you want to narrow that down to as few places as possible. The goal is one physical location and one digital, but not everyone can do that.

## **TIME:**

What events do you have each week? What types of events come at different times during your year? What events do you forget frequently (birthdays, due dates, work shifts, parties, sporting events, etc.)? What do you use to remind yourself that you need to do something at a certain time?

After listing all of those items, list the things you use to keep track of those times (include your head if you rely on your memory too):

To be comprehensive, you want to narrow that down to as few places as possible. The goal is one calendar where every time-sensitive part of your week goes.

## TO-DO'S:

What recurring tasks do you have each week/month/year? What classes or programs give you tasks each week? What personal to-do's do you have to do or do you just like doing (projects, exercise, hobbies, bills, etc.)? What long-term projects are you working on? What are your goals or big-picture things you need to do this year?

After listing all of those items, list the places you keep track of those to-do's (include your head if you rely on your memory too):

To be comprehensive, you want to narrow that down to as few places as possible (instead of post-it-notes here, calendars, random paper, 2 or three to-do apps, your email, and evernote, narrow it down as much as possible).

